

**BOARD OF EXAMINATION AND REGISTRATION OF ARCHITECTS  
MINUTES OF MEETING OF THE BOARD**

**DATE: April 18, 2007**

**PLACE: Department of Administration  
One Capitol Hill, Conference Room B  
Providence, RI 02908**

**MEMBERS PRESENT: Dana M. Newbrook, Wilbur E. Yoder, James R. Carlson, Joseph A. Cirillo and Barbara Feibelman**

**OTHERS PRESENT: Adam J. Sholes, Special Assistant Attorney General**

**Peter N. Dennehy, Deputy Chief Legal Counsel, Dept. of Admin.  
Attorney Dennehy left at 4:47 p.m.  
Dawne Broadfield, Board Executive**

**CALLED TO ORDER: Chair Newbrook called the meeting to order at 3:35 pm. to commence Board business.**

**MINUTES OF THE MEETING OF THE BOARD**

**(1) Vice-Chair Yoder moved to approve the open meeting minutes of March 21, 2007 as published. Ms. Feibelman seconded. Motion approved.**

**(2) Vice-Chair Yoder moved to approve and seal the executive session meeting minutes of the March 21, 2007 as published. Ms. Feibelman seconded. Motion approved.**

## **EXECUTIVE SESSION**

**(1) Secretary Carlson moved to convene into executive session at 3:36 p.m. pursuant to RI General Laws, § 42-46-5 (a)(2) for sessions or work sessions pertaining to collective bargaining or litigation and § 42-46-5 (a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Yoder seconded. Motion approved.**

**(2) Secretary Carlson moved to adjourn from executive session and to reconvene to an open meeting at 4:00 p.m. pursuant to R.I.G.L. §42-46-4. Vice-Chair Yoder seconded. Motion approved.**

**(3) Secretary Carlson moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Vice-Chair Yoder seconded. Motion approved.**

**(4) Secretary Carlson moved pursuant to RI General Law §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Law**

**§42-46-5(a). Vice-Chair Yoder seconded. Motion approved.**

## **OLD BUSINESS**

### **(1) Amendments to the “Rules of the Board”**

**Update was given. Attorney Dennehy and Mrs. Broadfield are taking the appropriate steps needed to proceed to adopting the changes made to the “Rules of the Board”. The public notice was placed in the Providence Journal on Tuesday, April 10, 2007, and the public hearing is scheduled for May 16, 2007 at 4:00 p.m.**

**Notification of the proposed Rules changes was sent to Daniel Taylor, Esq., attorney representing the National Council of Architectural Registration Boards (NCARB) and to Mark Saccoccio, NCARB, AIA, President of the Rhode Island Chapter of the American Institute of Architects (AIAri). Mrs. Broadfield notified the Board that**

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**no comments have been received to date and that one person came to the Board to pick up a copy of the proposed Rules. Secretary Carlson requested that a copy of the proposed Rules be sent to Jennifer Zolkos, Executive Director of the AIAri.**

**(2) “Tech Note” – Meeting to be scheduled with the League of Cities and Towns, State Building Code Commissioner and the Board.**

**Mr. Cirillo took the direction of this Board's suggestion at the last meeting and spoke with the Building Code Commissioner, John P. Leyden, and asked Mr. Leyden to be placed on the regular mandated meeting agenda of the building officials. Mr. Leyden has placed Mr. Cirillo on the regular mandated meeting agenda of the building officials on Wednesday, August 29, 2007. The meeting is an all day meeting beginning at 9:00 a.m. at the West Valley Inn in West Warwick, RI.**

**Secretary Carlson suggested that when the State Building Code Commissioner certifies a Building Official, the new Building Official should receive a copy of the architectural registration law.**

### **(3) Discussion on "disaster" – Continuity of Operations Plan (COOP)**

**(A) Vice-Chair Yoder reviewed the three-ring binder and had no additional comments. All members of the Board have now reviewed the three-ring disaster manual. The Secretary of the Board will now keep this three-ring disaster manual at his office.**

**(B) To date, the Board is waiting for the results of the "Business Continuity Plan Questionnaire" being compiled for the Department of Administration (DOA) by the State Division of Information Technology (DoIT) and their consulting team for this project, LBL Technology Partners.**

**(C) Once the COOP is adopted by the Board, the Board will review the COOP yearly in September.**

**(D) Secretary Carlson stated that no further action is necessary at this time and that this item will remain on the agenda until this Board receives a copy of the DOA plan.**

**(4) Discussion on “Pre-Set Fine Amounts for Violations”**

**Secretary Carlson stated that he brought this item to the table. Secretary Carlson stated that he has seen various states that have fixed fines for offenses. Secretary Carlson felt that it would eliminate any questions about the actions that this Board would take against someone who violates the architectural registration law. Secretary Carlson stated that the State of Florida identifies offenses and what the penalties are for those offenses. Secretary Carlson felt that there is no guidance, no history or continuity for this Board.**

**(5) Update on the Spring 2007 New England Conference of Architectural Registration Boards (NECARB) Conference for Regions 1 and 5 to be held in Newport, RI.**

**The Spring 2007 NECARB Conference was held March 29 – April 1, 2007 in Newport, RI. All Board members were present. Board members received positive responses from the attendees.**

**(6) 2007 National Council of Architectural Registration Boards (NCARB) Annual Meeting and Conference in Denver, Colorado.**

**Chair Newbrook and Vice-Chair Yoder will be attending and representing Rhode Island at the 2007 NCARB Annual Meeting in Denver, Colorado. Chair Newbrook will be the NCARB funded and voting delegate.**

#### **BLUE BOOKS (RECIPROCITY)**

**(A) Secretary Carlson moved to approve the following Blue Books as submitted with an expiration date of December 31, 2007. Ms. Feibelman seconded. Motion approved.**

**(1) BLACK, Bradley T. (4) DRUCKER, Kenneth H.**

**(2) DASTUR, David K. (5) PORTER, Thomas A.**

**(3) D'ONOFRIO, Paul George (6) SHAPIRO, Andrew B.**

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#### **CERTIFICATES OF AUTHORIZATION APPLICATIONS (See Attached List)**

**(A) Ms. Feibelman moved to approve the applications for Certificates of Authorization for the Sole Proprietorships for Tracey Dillon Architecture; Brett Donham, AIA; Steven C. Habeeb, AIA; and James D. Williams as submitted. Secretary Carlson seconded. Motion approved.**

**(B) Ms. Feibelman moved to approve the Name Change application**

**for Certificate of Authorization for the Sole Proprietorship for 3SIX0 Architecture and Design as submitted. The former name was Christopher Bardt, Architect. Secretary Carlson seconded. Motion approved.**

**(C) Ms. Feibelman moved to approve the application for Certificate of Authorization for the Limited Liability Company for John A. Simonetti: Architect LLC. Secretary Carlson seconded. Motion approved.**

**(D) Ms. Feibelman moved to approve the applications for Certificates of Authorization for the Corporations for Austin Building and Design – Architects, Inc.; Thomas Bakalars Architects, PC; and Stantec Architecture, Inc. Secretary Carlson seconded. Motion approved.**

**(E) Ms. Feibelman moved to approve the Amended Change in Responsible Control adding William A. Kinniger application for Certificate of Authorization for the Corporation for Efdee Connecticut Architects, Inc. as submitted. Secretary Carlson seconded. Motion approved.**

**(F) Ms. Feibelman moved to approve the Renewal application for Certificate of Authorization for the Sole Proprietorship for Donald S. Richardson, A-10,385 as submitted. Secretary Carlson seconded. Motion approved.**

**(G) Ms. Feibelman moved to approve the Renewal application for**

**Certificate of Authorization for the Corporation for Taylor and Burns, Inc., A-14,264 as submitted and to deny his request to waive his late fee. Secretary Carlson seconded. Motion approved.**

**(H) Ms. Feibelman moved to approve the Request to Withdraw application for Certificate of Authorization for the Corporations for Donham & Sweeney, Inc., A-14,340 and Habeeb & Associates, Inc. as submitted. Secretary Carlson seconded. Motion approved.**

**(I) Ms. Feibelman indicated that The Johnson Studio submitted a Certificate of Good Standing from the Rhode Island Secretary of State in a different entity name. The Certificate of Authorization application has been pending before the Board since April 24, 2006. To date, this Board has not received a Certificate of Good Standing from the Rhode Island Secretary of State in the entity name of The Johnson Studio in which the firm applied for.**

**Ms. Feibelman moved to deny the application for Certificate of Authorization for the Corporation for The Johnson Studio. Secretary Carlson seconded by way of discussion. After discussion, Secretary Carlson moved to amend the motion to add that the Board send The Johnson Studio a letter along with their denial and ask the firm to certify that the firm is not currently practicing architecture in the State of Rhode Island. Vice-Chair Yoder seconded as amended. Motion approved.**



**(J) Ms. Feibelman moved to send a letter for the application for Certificate of Authorization for the Corporation for Bignell Watkins Hasser Architects enclosing a new Certificate of Authorization application, stating that since the Corporation no longer exists, the firm cannot practice architecture in Rhode Island and that the firm provides the Board with a list of any projects in Rhode Island. Secretary Carlson seconded. Motion approved.**

**(K) Ms. Feibelman stated that the Rhode Island Secretary of State referred an application received by their office for a Limited Liability Company, Inclusions by Design, LLC. Their Articles of Organization indicated that the firm does architectural, product and graphic design, consulting and planning services, and it was submitted by Rosanne Ramos, who is not a registered architect.**

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**Based on the information received from the Rhode Island Secretary of State, Secretary Carlson moved that the Board send a letter to the Rhode Island Secretary of State stating that the firm, Inclusion by Design, LLC, can use the term “architectural” if the firm is doing only one or two family dwellings and that the Board send a letter to Rosanne Ramos telling her that the Board is in receipt of a document indicating that she is providing architectural services and advise her of the architectural registration law and ask her if she is doing any projects other than one or two family design. Vice-Chair Yoder**

**seconded. Motion approved.**

## **ADJOURNMENT**

**Chair Newbrook informed the Board that the next Board meeting is scheduled for May 16, 2007 at 3:30 p.m. at One Capitol Hill, Conference Room B, Providence, RI 02908. Secretary Carlson moved to adjourn the meeting at 5:12 p.m. Vice-Chair Yoder seconded. Motion approved.**

**Respectfully submitted,**

**James R. Carlson, NCARB, AIA**  
**Secretary**

**JRC/dmb**

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**C. O. A. APPLICATIONS**

**Board Meeting of 18 APRIL 2007**

**SOLES**

**3SIX0 ARCHITECTURE AND DESIGN - 0 - APPROVED – 04/18/07**

**A-10,530 – Name change from: Christopher Bardt, Architect**

**TRACEY DILLON ARCHITECTURE - 0 - APPROVED – 04/18/07**

**BRETT DONHAM, AIA \$100. APPROVED – 04/18/07**

**STEVEN C. HABEEB, AIA - 0 - APPROVED – 04/18/07**

**JAMES D. WILLIAMS - 0 - APPROVED – 04/18/07**

**LIMITED LIABILITY COMPANY**

**JOHN A. SIMONETTI, ARCHITECT LLC - 0 - APPROVED – 04/18/07**

**CORPORATIONS**

**AUSTIN BUILDING AND DESIGN –**

**ARCHITECTS, INC. \$100. APPROVED – 04/18/07**

**THOMAS BAKALARS ARCHITECTS, PC \$100. APPROVED – 04/18/07**

**EFDEE CONNECTICUT ARCHITECTS, INC. - 0 – APPROVED – 04/18/07**

**A-14,283 – Change in Responsible Control - adding William A. Kinninger**

**STANTEC ARCHITECTURE, INC. \$100. APPROVED – 04/18/07**

## **RENEWALS**

**DONALD S. RICHARDSON AIA APPROVED – 04/18/07**

**A-10,385 - Answered “yes” to question #3 (see attachments)**

**TAYLOR & BURNS, INC. APPROVED – 04/18/07**

**A-10,264 – Asking for Waiver of Late Fee UPON PAYMENT OF ADD’L LATE FEE**

## **QUESTION**

**BIGNELL WATKINS HASSER ARCHITECTS LETTER BEING SENT WITH NEW APPLICATION**

**See Email question REQUESTING ANY AND ALL PROJECTS IN PROGRESS IN RHODE ISLAND – 04/18/07**

## **REQUEST TO WITHDRAW**

**DONHAM & SWEENEY, INC. APPROVED – 04/18/07**

**HABEEB & ASSOCIATES, INC. APPROVED – 04/18/07**

## **DENIAL**

**THE JOHNSON STUDIO DENIED – 04/18/07**

**LETTER SENT REQUESTING CERTIFICATION  
THAT THE FIRM IS NOT CURRENTLY PRACTICING  
ARCHITECTURE IN RHODE ISLAND.**

**REQUEST BY RI SECRETARY OF STATE**

**INCLUSION BY DESIGN, LLC LETTER BEING SENT TO RI SEC OF  
STATE CAN**

**Letter rec'd by RI Secretary of State USE TERM "ARCHITECTURAL"  
IF THE FIRM IS**

**DOING ONLY ON OR TOW FAMILY DWELLINGS  
LETTER TO ROSANNE RAMOS ADVISING HER  
OF THE ARCHITECTURAL LAW AND  
REQUESTING HER PROJECTS OTHER THAN ONE  
OR TWO FAMILY DESIGN. – 04/18/07**

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